

How to fill out VT-004 — Replacement Title Application

The form for a Vermont certificate that is lost, stolen, destroyed, mutilated or illegible. It matters to a seller for a reason that has nothing to do with tidiness: you cannot assign a certificate you do not have, so on a titled Vermont car this is the step before the sale rather than after it. Two of its rules decide whether you can use it at all. If a lien is still in effect only the lienholder may apply. And there is an online route, but only where the last issued title had no liens listed on it.

This sheet is not the form. Download the blank VT-004 from the Vermont Department of Motor Vehicles, Agency of Transportation at https://dmv.vermont.gov/sites/dmv/files/documents/VT-004-Replacement_Title.pdf — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Vehicle is Owned or Leased	A tick at the very top of the sheet, before anything else. Watch out: A leased vehicle is not yours to replace a title for. If this is a lease, the lessor is the titled owner and the application is theirs.
2	YOU	Name (Owner/Lessee) and License #	Your name as the missing certificate printed it, with your Vermont credential number. Watch out: If your name has changed since the certificate was issued, fill in the previous-names box. The department is matching a record, not meeting you for the first time.
3	YOU	The two address lines	Where you get mail and where you live, each with city, state and ZIP. Watch out: The replacement is posted, and it is posted once. Check the mailing line twice.
4	YOU	Plate/Registration # and its expiration	Taken off the registration certificate, which is the document you still have. Watch out: The registration also carries the title number and a note that a certificate was issued. It is the best evidence available when the certificate itself is gone.
5	YOU	Serial Number (VIN)	Seventeen characters, from the registration or from the windscreen plate. Watch out: Compare the two before you send it. A car whose registration and VIN plate disagree is a VT-010 verification, not a replacement title.
6	YOU	Mileage, and its certification	Whole numbers, with one of the three boxes ticked. Watch out: This reading gets printed on the replacement, so it becomes the number the next buyer sees on the face of the certificate. Take it off the dashboard on the day you sign.
7	LENDER	The lienholder block	Completed where a lien is printed on the certificate being replaced. Watch out: If that lien is still in effect, stop. Only the lienholder can make this application, and they have to sign it.
8	YOU	The Mail to block	An override for where the replacement is posted, used only where it should not go to the address on the title. Watch out: The form also asks you to enclose a self-addressed envelope if you use this block. It is easy to miss and it delays the whole thing.
9	YOU	LOST, STOLEN, DESTROYED, MUTILATED or ILLEGIBLE	One tick, certifying what happened to the original. Watch out: Mutilated and illegible both require the damaged certificate to travel with the form. Lost and stolen do not, for obvious reasons.
10	YOU	Signature of Current Titled Owner and Co-Owner	Every owner on the certificate, with the date. Watch out: More than two owners means more than one application form. The department says so in its own instructions and does not make an exception.

What gets this one rejected

- An owner applying while a lien is still in effect. The instruction is flat: only the lien holder may apply for a replacement and must sign the application.
- A mutilated or illegible certificate not enclosed. The form says any mutilated or illegible certificate MUST accompany it.
- A certificate with erasures or alterations sent in without an explanation. That case needs a Title Alteration Statement, form VN-020, saying why the alterations were made.
- An attempt to add or remove a lien or a name on this form. It cannot do either - the department sends you to VT-019 for a lien and requires a release to remove one.
- One signature on a two-owner certificate. All owners must sign for a replacement title.
- The wrong fee. Vessel, ATV and snowmobile titles are \$27.00; all other titles are \$42.00; each lien is \$14.00 on top.

☒ Amber is what you write

☐ Grey is a block somebody else completes

The completed example follows overleaf.



Department of Motor Vehicles
Agency of Transportation
dmv.vermont.gov

Replacement Title Application

120 State Street
Montpelier, Vermont 05603-0001
802.828.2000

1	Owner/Lessee	Vehicle is ☒ Owned or ☐ Leased		Email or phone (802) 555-0117				
		Name (Owner/Lessee) Bellerose, Winslow J.						License # 27690314
		Address where you get Mail 88 Coventry St			Address where you live 88 Coventry St			
		City: Newport	State VT	ZIP: 05855	City: Newport	State VT	ZIP: 05855	
		If name has changed, list previous name(s):				Date of birth 11/30/1968		
2	Co-Owner/Lessor	Name (Co-Owner/Lessor)						
		License #						
		Address where you get Mail			Address where you live			
		City	State	ZIP	City	State	ZIP	
		If name has changed, list previous name(s):				Date of birth		
☐ Spouses ☐ Joint Tenants ☐ Tenants In Common ☐ Partners (business) ☐ TOD (Transfer on Death) Must Indicate Rights Of Survivorship								
3	Vehicle / Vessel	Plate/Registration # GBD517	Plate/Registration Expiration 09/30/2026	Model Year 2013	Make TOYOTA	Vessel Length (if boat) ft. in.	Body/Hull Type (if boat)	
		Serial Number (VIN) 5TFTX4CN0DX027641						
		Mileage (No Tenths) 141,208	☒ Miles ☐ Km ☐ Hours	I certify that the odometer reading: ☒ Reflects the actual mileage, ☐ Reflects the amount of mileage in excess of its mechanical limits or ☐ Is NOT the actual mileage - WARNING ODOMETER DISCREPANCY				
5	Lienholder	Name NONE						
		Address				Date of Lien		
		City:	State	ZIP:	License # (if individual)	Date of birth (if individual)		
The replacement title will be mailed to the lienholder; if no lienholder exists, it will be mailed to the owner/lessor. If you wish to have the new title sent to an address other than what is listed on the title, complete the following section.								
6	Mail to	Name						
		Address						
6	Declaration	I HEREBY CERTIFY that the original Certificate of Title to the motor vehicle/vessel/ATV/snowmobile described above is:						
		☒ LOST ☐ STOLEN ☐ DESTROYED ☐ MUTILATED ☐ ILLEGIBLE						
		Is this a salvaged, totaled or rebuilt vehicle? ☐ YES ☒ NO If yes, check the appropriate box: ☐ SALVAGED ☐ TOTALED ☐ REBUILT						
7	Signatures	I hereby affirm, under penalty of perjury of the laws of the State of Vermont, that the information on this form is true and correct. This declaration made under penalties of 23 V.S.A. § 202 & § 4110.						
		Signature of Current Titled Owner			Signature of Current Titled Co-Owner		Date	
		Signature of Lienholder (not a lien release)			Printed name of Lienholder		Date	